



# Request for Condolence Flowers or Memorial Contribution in Lieu of Flowers

## POLICY GUIDELINES – Administrative Policy No 08-02R

The usual means of expression shall be by providing flowers at the home of the employee or family, the funeral parlor, funeral, or memorial service as preferred by the employee and family.

In the event that the employee/family requests donations in lieu of flowers, the Human Resources-Risk Management Director shall request a check in an amount equivalent to the cost of flowers and their delivery, not to exceed \$100.00, to be delivered to the employee or family, or to a charity or fund designated by the employee or employee’s family.

### DEFINITIONS

“Immediate Family” means an employee’s spouse, domestic partner, parent, child, brother or sister, in a full, half, step, or foster relationship.

“Parent” means a biological or adoptive parent, a parent-in-law, or step-parent.

**Employee Name:** \_\_\_\_\_

**Employee Family Member** **Name:** \_\_\_\_\_  
**Relationship to employee:** \_\_\_\_\_

### Request for:

**Flower Arrangement**

Deliver flowers to:

Memorial Service at: \_\_\_\_\_ **OR**  Employee’s Residence at: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Memorial service to be held

Date: \_\_\_\_\_ Time of Services: \_\_\_\_\_

\_\_\_\_\_  
**OR**  
\_\_\_\_\_

**Donation in lieu of flowers**

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Organization Website Address: \_\_\_\_\_